



MINUTES

Workforce Connection of Central New Mexico

Executive Committee

Thursday, May 4, 2006

7:45 am

MRCOG, 809 Copper NW - Board Room

Call to Order – 8:08 am – John Sapien

Roll Call - by Patrick Newman

Present

Jeff Armijo
Martha Binford
Bob Davey
Rita Logan
Mary Lee Martin
Virginia Murphy
John Sapien
Mike Swisher

Quorum Established

Excused

Charles Aguilar
Judy LeJeune
Gwen Manfre

Approval of Thursday, May 4, 2006 Agenda

Motion: Mike Swisher

Second: Bob Davey

No Discussion

Action: Passed by voice vote

Tab 1: Approval of Minutes, Executive Committee: April 6, 2006

Motion: Mike Swisher

Second: Bob Davey

No Discussion

Action: Passed by voice vote

Tab 2: Monthly Expenditure Report – WIA and TANF - by Jan Borchardt

- Jan Borchardt, MRCOG Finance Manager, explained the monthly expenditure reports for WIA and TANF for the month ending April 30, 2006.
- The WIA Variance category funds are not encumbered, but are budgeted. Funds will be spent on anything that does not have a contract and will also be carry-in for the next year.

- Patrick Newman explained the WIA Business Outreach category and use of funds for ADA compliance at the One-Stop Centers and promotion of the WCCNM.
- Ms. Borchardt stated that the TANF program is at about a 62% expenditure rate.
- All TANF funds should be expended by June 30, 2006, and are not allowed to be carried over to the next year.

Questions and Comments Followed

FINAL ACTION ITEMS

There were three action items to discuss and vote on – All were passed by voice vote.

Passed by voice vote

- Approval of WCCNM Budget Adjustment Request
- Approval of MOUs for Summer Work Academy
- Approval of TANF Copper Square Lease with Berger Briggs

Tab 3: Approval of WCCNM Budget Adjustment Request - Background and Introduction by Jan Borchardt

- Jan Borchardt presented the final PY05 Budget Adjustment Request (BAR) which incorporates adjustments based on additional funding allocations, current expenditure levels and outstanding obligations.
- Staff is requesting the recommendation to approve the transfer of an additional five hundred thousand dollars (\$500,000.00) from the Dislocated Worker Program to the Adult Program.
- Adjustments are necessary in order to realign the program client services categories to allow for payment of current year expenditures and obligations.

Questions and Comments Followed

Motion to approve: Mike Swisher

Second: Martha Binford

No Discussion

Action: Passed by voice vote

Tab 4: Approval of MOUs for Summer Work Academy - Background and Introduction by Patrick Newman

- Patrick Newman requested that MOUs be approved for operation of a Summer Work Academy in the rural counties of the Central Region which includes Sandoval, Torrance and Valencia.
- The Summer Work Academy is essential to bridge youth transition from high school to postsecondary education and/or the workplace.
- Sandoval county, Torrance county and the city of Belen will be responsible for administering the programs in each of the counties, and will be responsible for hiring a mentor to enroll and connect youth to employment and postsecondary education.
- The total estimated contract cost for the project is thirty thousand dollars (\$30,000.00).
- Mary Lee Martin was concerned with not including Bernalillo County in the Summer Work Academy program.

- Mr. Newman stated that due to problems in getting the Bernalillo County Summer Work Academy started in 2005 and the Albuquerque Mayor's current summer program, Bernalillo County will not participate in the youth program this year.
- Dewey Cave stated that Summer Work Academy funding for PY06 is unknown at this time and will look at other opportunities regarding this issue.

Questions and Comments Followed

Motion to approve all three MOUs: Bob Davey

Second: Jeff Armijo

Discussion Followed

Action: Passed by voice vote

Mary Lee Martin, and Mike Swisher voted no on this item

Tab 5: Approval of TANF Copper Square Lease with Berger Briggs – by Lloyd Aragon

- Lloyd Aragon requested the approval of a month to month lease with Berger Briggs for the TANF program in Bernalillo County effective July 1, 2006.
- On July 1, 2005, WCCNM entered into a nine month sub-lease with the University of New Mexico (UNM) for the Copper Square building to provide continued service to clients.
- Effective June 30, 2006, UNM will no longer have a lease with Berger Briggs and it will be necessary for WCCNM to lease directly with Berger Briggs as of July 1, 2006.
- The financial impact is not to exceed thirty-one thousand, seven hundred and eight dollars and forty cents (\$31,708.40) per month, and not to exceed a total of three hundred eighty thousand, five hundred dollars and fifty cents (\$380,500.50) per year.
- Dewey Cave assured the Board members of the thorough research done on various facilities to include price, square footage, parking and location.

Questions and Comments Followed

Motion to approve: Mike Swisher

Second: Jeff Armijo

Action: Passed by voice vote

Martha Binford abstained from voting

DISCUSSION ITEMS

Tab 6: Release of PY04 Single Audit Conducted by Hinkle and Landers - by Dewey Cave

- Dewey Cave informed the Board that the PY04 single audit conducted by Hinkle and Landers has been completed.
- The WIA PY05 audit is currently being investigated.
- Mr. Cave mentioned two prior year audit findings and reported their status as "resolved".
- Mr. Cave noted Finance Manager, Jan Borchardt's efforts throughout the audits.
- John Sapien noted that for future audit exit conferences, the current Executive Board Chair, the current Executive Board Treasurer, and at least one Executive Board member should be in attendance.

Questions and Comments Followed

Tab 7: TANF Update - by Lloyd Aragon

- The TANF performance level is at 47.39%, which reflects an increase of about 2%. The Federal goal is 50%, while the State goal is 55%.
- Phases of data transfer (data dump) are in process to ensure that all files are reflective of the Income Support Division's ISDII program.
- TANF case managers are in the process of receiving access to ISD's ISDII program.
- Mr. Aragon has been working closely with NMDOL in reviewing TANF protocol and process of sanctions for recipients.
- Mr. Aragon and Lou Cimalore have been monitoring TANF caseload and compliance.
- Staff will continue to update the Committee on this issue.

Discussion Followed

REPORTS

Administrative Reports - by Patrick Newman

- Patrick Newman thanked YDI and NMDOL contract review Ad Hoc committees and WIA staff for all their hard work.
- John Sapien noted OWTB's concern on the timing and effectiveness of the audits.
- Mr. Sapien reported on the partnership with Merillat and the successful team effort.

Questions and Comments Followed

Committee Reports-

- **Youth Council** - by Mary Lee Martin
 - The Council meets the second Thursday of each month, with the next meeting scheduled for May 11, 2006.
 - Ms. Martin noted the difficulty on maintaining a quorum for this meeting.
 - John Sapien requested that attendance responses be forwarded to Ms. Martin.
- **Performance and Monitoring** - by Mike Swisher for Virginia Murphy
 - The Committee continues to meet the second Wednesday of each month, with the next meeting scheduled for May 17, 2006.
- **Training and Services Provider** - by Rita Logan for Judy LeJeune
 - The Committee meets on the third Thursday of every other month, with the next meeting scheduled for May 18, 2006.
 - Ramona Chavez reported that the New Mexico Childcare contract has been reviewed by the New Mexico Childcare Association.
 - The Association has some concerns with the language utilized associated with copyright laws.
 - Bob Desiderio, MRCOG Attorney, will address this issue and report back to the board.

Questions and Comments Followed

- **Business Outreach Committee** - by Jeff Armijo
 - The Business Outreach Committee met on March 23, 2006 and will continue to meet every other month.
 - John Sapien stated that the BEDOSS Committee has been working actively with members of the Committee in developing a business-driven system.

PUBLIC COMMENT

Public Comments - None

ADJOURNMENT

Adjournment - 9:45 am

Next Meeting-

Date: Thursday, June 1, 2006

Time: 7:45 am

Location: Mid-Region Council of Governments

A more detailed account of the meeting and discussions are available for review at the MRCOG offices at: 809 Copper NW, Albuquerque, NM 87102